



**Department of Commerce
National Oceanic Atmospheric Administration (NOAA)**

**TRANSIT BENEFIT
PROGRAM
Approving Official Guide
For Supervisors, Budget
And
Transit Benefit POCs**

Oversight Guidelines for Supervisors, Budget and Transit Benefit POCs

Background

The Department of Commerce National Oceanic Atmospheric Administration (NOAA)'s agencies/offices are responsible for verifying federal employees meet the requirements for participation in the transit benefit program as outlined in Executive Order 13150 *Federal Workforce Transportation*, April 21, 2000, and [DR 4080-811-4](#). This includes determining that employees are using mass transit for the bulk of their commute to work.

The Department of Commerce National Oceanic Atmospheric Administration (NOAA) Transit Benefit Program Policy and Guidance requires agencies / offices to establish Points of Contact (POCs) for the National Capital Region and field offices.

- Transit Benefit Points of Contact (POCs) are responsible to communicate, coordinate, audit, and manage their agency transit benefit programs – See Coordinator's listing for your POC.
- TRANServe provides guidance and serves as the point of contact for Transit Benefit Program Administration.
 - a. Contact Transit Benefit Manager Shunda Neal (Shunda.Neal@dot.gov)

Best Practices

To maintain integrity and program controls, Points of Contact (POCs) must conduct routine audits of transit benefit records.

Internal Controls include:

A. Review monthly transit benefit billing reports for accuracy. The review should verify:

1. Employees who have departed the agency are no longer receiving benefit. Cross check the transit benefit alphabetical listing with Human Resources records to ensure separated employees followed exit procedures and withdrew from the transit benefit program.
2. Employees on extended travel or leave have not picked up a monthly benefit for the period they were not at their primary duty station.
3. Employees who intermittently telework or drive should show as a reduced amount on the 6 month report
4. Benefits are adjusted due to change of address
5. Participants with a pickup record over the monthly statutory limit are reported to the agencies/offices/program office.
6. Participants must notify in writing of the policy requirements, when records show no adjustments were made due to parking.

B. Verify transit benefit applications disclose/provide all information required by the OMB Memorandum, M-07-15 such as:

- Expense Worksheet
- The Employee's Home Address (including the street name)
- The Employee's Work Address (including the street name)

- C. Enforce the use of electronic fare media where available

Visit the TRANServe website at: <http://transerve.dot.gov>

Monitoring Guidelines

- Check the six month report for adjustments
 - Participants are expected to adjust when they do not use mass transit
 - i.e. leave, travel, unscheduled telework, weather closure, driving, carpooling, or slugging
- When there are no adjustments:
 - Talk to the participant...what is his/her work schedule?
 - Check the method of transportation ... i.e. a monthly pass user would not have an adjustment
- When you believe adjustments should be made:
 - Check the participant's leave history
 - Check the participant's travel schedule
 - Request the participant's pickup records from TRANServe
 - Request proof of no parking from the Parking Facility

Important Note:

DOC NOAA recommends all Transit Benefit Program Participants recertify their transit benefit and complete Transit Benefit Integrity Awareness training annually utilizing the honor system.

Visit the TRANServe website at: <http://transerve.dot.gov>

Start at the [TRANServe.dot.gov](http://transerve.dot.gov)

- Choose **Participants** :

HOME	DEBIT CARD	RETURN OF EXCESS TRANSIT BENEFIT	RESOURCES	PARTICIPANTS	CONTACT US	F.A.Q.
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- Click: [DOC NOAA Transit Benefit Enrollment/Change Applications](#)
- Log-in with your User Name and Password
 - ◆ Your government email address is your User Name
 - ◆ **FIRST TIME ONLY** – Click “Register” to create an account”
 - A temporary password will be emailed to you

LOG IN	
*User Name:	<input type="text"/>
*Password:	<input type="password"/>
Forgot Password?	
<input type="button" value="Log In"/>	
NOT REGISTERED YET?	
<input type="button" value="Register"/>	

Application Types:

- 1) RECERTIFY/ENROLL
 - a. Recertification = existing participants
 - b. New enrollees
- 2) CHANGE
 - a. Information Change
 - i. Name, address, Line/Staff office, accounting, rate, method of transportation
- 3) WITHDRAWAL
 - a. Withdraw from the program
 - i. Reason (Opt out, retire or went to another agency)

1. Select “Approval Section”



2. Select the correct queue:

- 1st Approver – Select “Pending Supervisor”
- 2nd Approver – Select “Pending Budget Certifier”

3. Click the name to review


Home	Transit Application	Approval Section	Utilities	Admin	Logout	Welcome
PENDING TRANSIT APPLICATION STATUS: NEW						
Mode	Admin	Request Date	Type	Name	Approved	Disapproved Reason:
DOT-FMCSA	FMCSA	02/25/2013	RECERTIFY	Click Name Here	<input type="checkbox"/>	<input type="checkbox"/>
DOT-FRA	FRA	02/27/2013	RECERTIFY	Click Name Here	<input type="checkbox"/>	<input type="checkbox"/>
DOT-MARAD	MARAD	11/30/2012	WITHDRAW	Click Name Here	<input type="checkbox"/>	<input type="checkbox"/>
DOT-MARAD	MARAD	12/05/2012	WITHDRAW	Click Name Here	<input type="checkbox"/>	<input type="checkbox"/>
DOT-MARAD	MARAD	02/01/2013	WITHDRAW	Click Name Here	<input type="checkbox"/>	<input type="checkbox"/>
DOT-NHTSA	NHTSA	01/16/2013	WITHDRAW	Click Name Here	<input type="checkbox"/>	<input type="checkbox"/>

- a. The application and expense worksheet are displayed

U.S. Department of Transportation

TRANSERVE
Business in motion

Facilities Service Center - TRANServe
Transit Benefits Program


U.S. Department of Transportation

Home Transit Application Approval Section Utilities Admin LogoutWelcome CHERI JOHNSON

ApproveDisapproveCancel

Reason for Disapproval:

[\[History\]](#)

TRANSIT BENEFITS WORKSHEET

Reason for Certification:
New Transit Benefit Participant

Civilian/Military: Civilian Work Status: Full Time

Method of Transportation		Daily Expense	Days per Month	Total Monthly Expense
Bus to Work	Name of Company	\$		\$
Bus from Work	Name of Company	\$		\$
Other Bus to Work	Name of Company	\$		\$
Other Bus from Work	Name of Company	\$		\$
Rail to Work	Name of Company METRO	\$ 2.25	18.00	\$ 40.50
Rail from Work	Name of Company METRO	\$ 2.25	18.00	\$ 40.50
Other Method to Work:	Name of Company	\$		\$
Other Method from Work:	Name of Company	\$		\$
Van Pool	Name of Company	\$		\$
Subtotal: \$ 81.00				
Employees are responsible for adjusting their monthly transit benefits each month in accordance with their actual work commute each month.				Total Monthly Costs \$ 81.00

TRANSIT BENEFITS APPLICATION

STATUS: [RECEIPTIFY]

Smart Benefits Program: YES

Identifier: ****

Name:
(Last) (First) (Middle Name)

Email Address: Work Phone:

Common Identifier: Work Zip Code: 20814

Mode: Region: DC-PHILADELPHIA

Admin:

I certify that my usual monthly commuting cost are: \$81.00

WORK INFORMATION

Work Address:

Work City: Bethesda Work State: MD Work Zip: 20814

RESIDENCE INFORMATION

Address:

City: Washington State: DC Zip: 20008

Approving Official:

Point of Contact:

Manager/Fund Certifier: Phone:

SmartTrip Card Number:

Comment for Agency Approvers:

4. Review the Application

- a. The Application must:
 - i. Specify name of Transportation Provider
 - ii. Indicate Daily, Weekly, Subtotal, Total Monthly Expense
- b. The Approver must:
 - i. Verify the employee works for your Agency
 - 1. Check with your HR department, if needed
 - 2. Check the global directory
 - ii. Check SmarTrip® user entered number correctly
 - 1. Regional Field Offices enter “NA”
 - iii. Approve or Disapprove the Application
 - 1. Scroll to the top
 - a. Click “Approve” or “Disapprove”

Reason for Disapproval:

[\[History\]](#)

- iv. If disapproved, enter Instructions to Participant in “Reason for Disapproval”

Note: Click “[\[History\]](#)” to review past actions

5. View Past Applications

- a. Select “Completed Records”

Home	Transit Application	Approval Section	Util
		Pending Supervisor	
		Pending Manager	
		Approved Records	
		Disapproved Records	
		<u>Completed Records</u>	

- b. Enter Participant’s Name
- c. Click “Search”
 - i. Click Participant Name to choose record
 - 1. Review past application (if applicable)
 - 2. Click “Back” to look at another past application
 - 3.** Use this Navigation Bar to take another action

Home	Transit Application	Approval Section	Utilities	Admin	Logout
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Appendix A

Using the Proxy Feature

Add a Proxy

1. From the Home screen, click “My Account”
2. Click on your role
 - a. “Supervisor Proxy” or “Manager Proxy”

The screenshot shows the 'SUPERVISOR PROXY' interface. It features two columns: '(not selected)' on the left and '(selected)' on the right. The '(not selected)' column contains a list of blue horizontal bars. Below this list is a button labeled 'Add >>' which is highlighted with a red rectangle. The '(selected)' column is currently empty. Below the columns are two buttons: '<< Remove' and 'Update'. A light blue box below the columns contains the text 'Users who have you as proxy: N/A'. At the bottom, there is a hint: 'A hint is a meaningful personal association to help you remember your password. This is optional, but highly recommended.' and three buttons: 'Update', 'Cancel', and 'Reset'.

3. Select your designated Proxy from (not selected) list on the left
4. Click “Add” to move name to (selected) box.
5. Click “Update”

Reverse to Remove:

1. Click “Remove” to return name to the (not selected) box.
2. Click “Update”

The screenshot shows the 'SUPERVISOR PROXY' interface. It features two columns: '(not selected)' on the left and '(selected)' on the right. The '(not selected)' column contains a list of blue horizontal bars. The '(selected)' column contains one blue horizontal bar. Below the '(not selected)' column is a button labeled 'Add >>'. Below the '(selected)' column is a button labeled '<< Remove' which is highlighted with a red rectangle. At the bottom, there are three buttons: 'Update', 'Cancel', and 'Reset'.

Appendix B

Sample: Six Month Report (M-70 January through June FY10) – names removed (xxx,xxx)

AGENCY	NAME	MONTHLY COST	JAN10	FEB10	MAR10	APR10	MAY10	JUN10	TOTAL
DOT-OST-WCF M-70 - 0402001000	XXXXX, XXXX	\$230.00	\$230.00	\$230.00	\$230.00	\$230.00	\$230.00	\$230.00	\$1,380.00
DOT-OST-WCF M-70 - 0402001000	XXXXX, XXXX	\$128.00	\$100.25	\$85.80	\$66.45	\$94.50	\$101.45	\$104.25	\$552.70
DOT-OST-WCF M-70 - 0402001000	XXXXX, XXXX	\$46.00	\$184.00			\$70.00			\$254.00
DOT-OST-WCF M-70 - 0402001000	XXXXX, XXXX	\$138.00					\$143.00		\$143.00
DOT-OST-WCF M-70 - 0402001000	XXXXX, XXXX	\$230.00			\$460.00				\$460.00
DOT-OST-WCF M-70 - 0402001000	XXXXX, XXXX	\$94.00	\$75.00	\$67.10	\$71.85	\$94.00	\$84.95	\$94.00	\$486.90
DOT-OST-WCF M-73 - 1103002000	XXXXX, XXXX	\$104.00	\$60.75	\$47.45	\$80.00	\$70.70	\$41.50	\$84.20	\$384.60
DOT-OST-WCF M-73 - 1103005000	XXXXX, XXXX	\$151.00	\$97.00		\$100.00	\$75.00	\$89.00	\$130.00	\$491.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$120.00	\$75.00		\$100.00				\$175.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$104.00	\$104.00				\$104.00	\$104.00	\$312.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$136.00			\$136.00				\$136.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$126.00	\$126.00	\$126.00	\$126.00	\$126.00	\$126.00	\$126.00	\$756.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$161.00	\$129.00	\$70.00	\$134.00	\$139.00	\$65.00	\$81.00	\$618.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$108.00	\$104.00	\$104.00	\$104.00	\$108.00	\$108.00	\$108.00	\$636.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$158.00	\$136.00	\$91.00	\$131.00	\$125.00	\$126.00	\$131.00	\$740.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$142.00	\$68.00	\$68.00	\$118.00	\$140.00	\$140.00	\$140.00	\$674.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$136.00	\$136.00	\$136.00	\$136.00	\$136.00	\$136.00	\$136.00	\$816.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$176.00	\$176.00	\$176.00	\$176.00	\$176.00	\$176.00	\$176.00	\$1,056.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$83.00	\$83.00	\$83.00	\$62.00	\$83.00	\$52.80	\$83.00	\$446.80
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$142.00	\$122.00	\$122.00	\$95.00	\$122.00	\$122.00	\$122.00	\$705.00

Your National Transit Benefit Office is here to assist Approvers

Please e-mail questions to:

Sharon.Depiso@noaa.gov

Or

Shunda.Neal@dot.gov

Or

Visit <http://transerve.dot.gov>

